

**CHICOPEE HOUSING AUTHORITY**  
Agenda for the  
**REGULAR MEETING OF THE AUTHORITY**  
To be held at  
7 Valley View Court

**April 8, 2009**

**1. Roll Call, Members of the Authority:**

Call to order at:                      By:

Present:

Chester Szetela  
Brian Hickey  
Charles Swider  
Bruce Socha

Also in attendance were the following: Secretary Monica Pacello Blazic, Finance Director Denis Vermette, Modernization Coordinator Robert Kachinski, Maintenance Operations Manager David Dymek, and Carmen Estrada, Recording Secretary.

**2. Reading of the Minutes of the Meeting**

**3. Treasurer Report**

**4. Reading of the Correspondence.**

**5. Payment of the Bills**

A tabulation of those bills to be paid is contained in the Member's folders.

**6. Committee Reports**

**7. Tenant Organization Input**

**8. OLD BUSINESS:**

**A.** (FYI) A request from the Assistant Executive Director to the Board to address the salary matter in light of the information regarding the grievance procedure.

**9. NEW BUSINESS:**

**A.** At this time the Annual Election of Officers will take place.

**B.** The Housing Authority is in receipt of a final completion certificate from J.D.L. Inc. for the termite damage repair work at Cabot Manor Apartments (AMP8-1).

**Resolution to Approve**

**C.** The Housing Authority is in receipt of an invoice for payment from J.D.L., Inc for release of the retainage for the termite damage repair work at Cabot Manor Apartments (AMP8-1) in the amount of \$18,279.00. This invoice is in accordance with the terms of the contract requirements.

**Motion to Pay**

**D.** The Housing Authority is in receipt of an invoice for payment from J.D.L., Inc. for materials in the amount of \$166,206.00 for the removal and replacement of exterior doors at Cabot Manor Apartments (AMP8-1). This invoice is in accordance with the terms of the contract requirements.

**Motion to Pay**

**E.** The Housing Authority is in receipt of an invoice for payment from the firm of Alpha Contracting Assocs. for interior door replacement work at Cabot Manor Apartments (AMP8-1) in the amount of \$38,265.47. This invoice is in accordance with the terms of the contract requirements.

**Motion to Pay**

**F.** The staff has submitted an amendment to the contract for Kittredge Advisors, LLC d/b/a PHI Inspections for procedural revisions to the services provided for Housing Choice Voucher Program inspections. There will be no change to the contract amount.

**Resolution to Approve**

**G.** The staff has prepared a contract for Sovereign Builders, Inc. and the Housing Authority in the amount of \$24,200.00 to provide termite investigation work at Cabot Manor Apartments (AMP8-1). The contract term begins April 10, 2009 and all work will be completed within 30 days.

**Resolution to Approve**

H. The staff has prepared a contract for Management Resource Group, Inc. and the Housing Authority in the amount of \$3,900.00 plus expenses of \$2000.00 to provide a Physical Needs Assessment for the three (3) federal developments of Cabot Manor Apartments (AMP8-1), Memorial Apartments (AMP8-2), and Canterbury Arms Apartment (AMP8-3). This assessment will meet all HUD requirements for Capital Fund Program and the American Recovery and Reinvestment Act. This needs assessment will serve as the database for assessing each development's physical needs and for analyzing each development's modernization requirements and costs. The contract will begin April 9, 2009 and will be completed within 60 days.

**Resolution to Approve**

I. The staff has prepared the Annual Plan for FY 2009 in accordance with the U.S. Department of Housing & Urban Development regulations. All required public meetings were conducted and the plan has been updated and revised where necessary.

**Resolution to Approve**

J. (FYI) The Housing Authority Insurance Group has offered the Board and full time staff a free \$5000 Term Life Insurance Benefit. The applicable requirements are outlined on the letter dated March 23, 2009.

K. (FYI) Email from the HUD Financial Management Center regarding use of Net Restricted Asset Accounts.

L. The staff requests the Board of Commissioners to approve, as proprietary specification, the use of Schlage A-Series and H-Series locksets on the Volpe Apartments lock replacement project (Bid #9-143). The goal is to streamline lock changing and parts inventory for all CHA developments

**Resolution for Approval**

M. The contract of the Executive Director expires on April 30, 2009. Since the next Board meeting occurs on May 13, 2009, after the expiration of the Executive Director's contract, it is recommended that the Board of Commissioners extend the current contract of the Executive Director until May 31, 2009 to allow time for the contract process.

**Resolution to Approve**

N. (FYI) The Executive Director wants to address the Board regarding information a Board member received in the mail anonymously.

**The next Board Meeting of the Chicopee Housing Authority will be held on May 13, 2009.**